

South Plains Foundation

Guidelines for 2020 Proposals

The purpose of the South Plains Foundation (SPF) research grant program is to encourage medical research focused on some aspect of health care or human services. The limited nature of the Foundation's yearly awards allow a proposal to be considered as a "seed grant" or pilot study for a larger study in the developmental stages, as a supplement to a larger on-going project, or as an independent study.

Priority will be given to proposals concerned with the following areas:

1. Basic research and Clinical investigations in general science and may include new areas of research. **The Board will consider proposals from the School of Medicine. The Board will not consider more than 10 proposals.**
2. Special priority will be given to PI's who are junior faculty members. A researcher may submit grants only three years concurrently.

AWARDS

Grant awards are in the range \$8,000 to \$15,000. Foundation grants are designed to encourage research and to serve as "seed money" for the development of larger projects. Therefore, a grant award is not ordinarily renewable beyond the first year of the award. Under exceptional circumstances the Foundation may consider extending a grant beyond one year.

The following format will be followed in cooperation with the TTUHSC VP for Academic Affairs.

- a. The proposal should be 6-7 pages plus references and CV of the PI or PIs.
- b. The first page of the proposal should include a short summary (abstract) of the project written **in LAY terms** (no technical vocabulary).
- c. The due date of the proposal is at the discretion of TTUHSC.
- d. TTUHSC staff will conduct an internal review of the proposal.
- e. TTUHSC has the discretion to rank the proposals in terms of quality and needs of the institution.
- f. A short list of recommendations and a ranking of the proposals by TTUHSC staff will be submitted to SPF at least 2 weeks prior to its May meeting. The Board requests a short statement concerning those areas TTUHSC considers to be high priority.
- g. Proposals will be considered only from the Lubbock campus of TTUHSC.
- h. The SPF Board will decide at its May meeting which of the ranked proposals will be considered for further evaluation.
- i. PIs will be informed if a proposal is accepted for further evaluations.
- j. Proposals will be sent out for external review.
- k. The SPF Board will evaluate the peer reviewed proposals at its August meeting and make decisions regarding funding at that time.
- l. PIs and TTUHSC will be informed of the decisions regarding funding.

CONDITIONS

SPF grants are generally small compared to larger foundations. Therefore, a project budget can not include operating costs or overhead costs. It is expected that all funds granted for a project will be used exclusively for that project.

Each proposal will be reviewed by two or more persons who are “experts” in the field represented by the study. A proposal will not be reviewed by a faculty or staff member of TTUHSC. The reviews of a study will be made available to the PI(s) after the August meeting of the SPF Board.

Awards are to be paid in one installment; checks will be made payable to TTUHSC.

If the PI resigns or leaves the supporting institution for any reason, the award is canceled and unexpended funds **of less than \$100 may be retained by TTUHSC; however, funds more than \$100 are to be returned to the Foundation.** Cancellation will be subject to negotiation if the Foundation is informed in a timely manner of the change in status.

The Foundation reserves the right to request an accounting of expenditures upon termination of the grant period. Financial records of the grant must be maintained for a period of three years following termination of the grant.

The Foundation encourages publication of research results but exercises no control in the matter. Any publication growing out of Foundation support should acknowledge the Foundation’s contribution to the project. . The Foundation would consider a supplementary grant to cover some of the publication cost(s) of an article or articles derived from a sponsored research project. The material must have been accepted for publication before such a request can be considered.

PROPOSAL

The following format for the proposal (6-7 pages plus references and CVs) should be followed:

1. Title of the study
2. Sponsoring institution
3. Principal investigator(s) and CV(s) required in the appendix
4. Abstract of proposed study, 100 words or less. The abstract should be written in lay language; technical terms, abstract technical concepts should be interpreted or explained so that persons not trained in the science specific to the study can understand it.
5. Main body of the proposal:
 - a. Statement of the purpose, objectives and/or goals of the study
 - b. Review of relevant background research. If the grant is to supplement a larger project, detail how this study is to enhance the primary study. Supply a copy of the original grant proposal in the appendix.
 - c. Procedures to be followed in the research operations. Give special attention to the population being studied if human subjects are involved.

- d. Results—describe in brief the research design and how the data will be analyzed.
 - e. Summarize the expected outcomes
 - f. **Include a detailed list of current references used by the PI in this study. References should include at least 10-15 articles. All references must have publication dates no more than 5 years old. The reference citations should not be authored by the PI, his/her associates or co-PIs.**
6. Budget—Outline the proposed budget. Because these grants are small, the budget should not include indirect costs. Full or part time salaries, or salary supplements, are generally not approved. **Publication costs and travel should not be included in the budget.**

The proposal should be no more than 7 pages including the cover page and budget. The biosketch and references are extra. Please use Times New Roman, 12 pt font with one inch margins.

REQUIREMENTS

The grant application must be signed by the appropriate administrative officials authorized to commit the sponsoring institution.

The following material may be included in the appendix:

1. List all previous and current research support and applications for research that are pending. In the event any submitted research proposal is funded while this application is being processed, the PI should inform SPF immediately.
2. List all previous research grants during the past 5 years. Note the source of support, project title, amount of the award and the award period.
3. List all proposals submitted during the immediate past academic year and the current academic year which are pending or were not funded. For the purposes of this application, an academic year extends from Sept 1 through August 1.
4. List all current support excluding the items noted in 1 above.
5. If this proposal is considered as seed money for a larger grant application, please indicate the proposed funding agency and the project title.

The Office of Institutional Advancement will mail a printed copy of each proposal and email an electronic copy to the SPF administrator.

Proposals will be considered by the Foundation annually at the August meeting. Decisions regarding proposals will be announced as soon as possible following the August board meeting.

OFFICE OF INSTITUTIONAL ADVANCEMENT CONTACT INFORMATION

For questions or additional information, please contact:

Smiley Garcia, Interim AVP Governmental Relations/Corporate-Foundation Relations – smiley.garcia@ttu.edu or 743-2095

Cyndy Morris, Chief Advancement Officer – Cyndy.Morris@ttuhsc.edu or 743-4965

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PRE-AWARD PHASE	
October 1, 2019	South Plains Foundation Grant Cycle Introduction
February 21, 2020	Email Proposals to smiley.garcia@ttuhsc.edu (it is not necessary to go through Office of Sponsored Projects [OSP] at this point). However, <u>you must follow the guidelines and formatting requirements.</u> You will receive a confirmation email within 24 hours of submission.
February 24 – March 20, 2020	TTUHSC internal review and OSP process coordinated with Institutional Advancement.
March 2020	Proposals submitted to South Plains Foundation (SPF) by the Institutional Advancement and OSP.
May 2020	SPF board meeting and initial review.
June/July 2020	SPF review of those selected to continue the process.
POST-AWARD PHASE	
August 2020	SPF final awards announced and award checks are mailed to grantees. Grant period is September 1, 2020 – August 31, 2021.
March 2021	Mid-year progress report due to the Office of Institutional Advancement
October 1, 2021	Final report due to Office of Institutional Advancement by October 1, 2021 for submission to SPF.

Attachment: Proposal Cover Page